

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting December 19, 2007

07-12-19-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, December 19, 2007. The meeting was called to order by Vice Chairperson Elizabeth Barrett, Designee for Carrie Henderson, Commissioner, Department of Administration in the absence of Chairperson Liz Keele, at 1:38 p.m. in E418, Indiana Government Center South. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; Roberta Brooker, Director, Indiana State Library; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; Nancy Scoble for Chris Cotterill, Designee for Gerry Weaver, Director, Indiana Office of Technology; John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts; Amy Miller for Heather Neal, Public Access Counselor; Anita Samuel, Governor's Office; Nancy Turner, lay member. Members absent: Liz Keele, Designee for Todd Rokita, Secretary of State. Commission staff in attendance: Jeff Roeder, Deputy Director; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: Rudy Cansino, State Department of Health; Doug Essex, Office of Public Defender of Indiana.

07-12-19-02

NEXT MEETING

Elizabeth Barrett announced the next meeting would be held January 16, 2008 at 1:30 p.m. in E418, Indiana Government Center South.

07-12-19-03

PREVIOUS MEETING

John Jacob stated on page 4 of the minutes in the paragraph starting with John Jacob four (4) lines down the word it should be deleted between that and gives blanket approval. Mr. Jacob stated at the end of this same paragraph, the numbers 81381133 should be replaced with A-133. Mr. Jacob then stated in the next paragraph on this same page, a question mark (?) should be at the end of the next to last sentence – State Board of Accounts, correct? Mr. Jacob also stated in the last paragraph on this same page on line 9 SBOA want should be SBOA wants. Pam Bennett stated in the last sentence of the second full paragraph on page 4, the word it should be added between having and in writing. Jim Corridan stated on the first page of the minutes under Old Business, paragraph 1, BMV Request for Waiver from OCPR Policy No. 06-01, twice in the second to last line, it refers to Scott Huffman, who is with FSSA, and this should be Scott DeVries who is with BMV. Pam Bennett then stated in the Agenda it refers to OCPR Policy No. 05-01, but in the minutes it is listed as 06-01. Jim Corridan stated they should both be 06-01. Jim Corridan moved approval of the minutes of the November 21, 2007 meeting as amended. Pam Bennett seconded. Motion carried.

07-12-19-04

OLD BUSINESS

1. BMV Request for Waiver – Item No. 2 – from OCPR Policy No. 06-01 – Jim Corridan stated we are not taking action on either this request or No. 2, FSSA Request for Waiver from OCPR Policy No. 06-01. These items will remain on the Agenda until they are resolved. Amy Robinson stated she is still working with BMV.

2. FSSA Request for Waiver from OCPR Policy No. 06-01

07-12-19-05

DIRECTOR'S REPORT

Jim Corridan reported in addition to the report filed in writing, he stated the Forms Distribution₁ warehouse has transferred to Pen Products in Plainfield. This was successfully completed in a 7 ½ hour period of time on Saturday, December 8, 2007. It probably took five (5) days to get everything

ready, but nonetheless there were 300 or so skids or pallets of forms that were transferred to the warehouse in Plainfield. Mr. Corridan stated the Commission on Public Records is no longer working directly with Forms Distribution issues, and this is now going through Pen Products as part of the Pitney Bowes print and mail consolidation.

Jim Corridan also stated the Federal Government has new grant opportunities which the Commission could apply for, and they are in the process of doing that for the Commission on Public Records and the State Archives.

Jim Corridan reported on Statehood Day which was December 11, 2007 and Pam Bennett and Roberta Brooker represented their Agencies. Their Agencies were also involved in this as was the State Archives. The Governor was there this year as he was last year. Awards were presented to two (2) very exceptional volunteers who had served their local communities with outstanding contributions toward preserving their local history. Mr. Corridan stated the awards went to Jean Marie Burns, Salem, IN and Dolly Millender, Gary, IN. Mr. Corridan stated they have spent almost a lifetime trying to preserve their local community records, so the Governor presented the awards to them on behalf of the State Historical Records Advisory Board in recognition of their efforts.

07-12-19-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

The Oversight Committee on Public Records took the following action regarding retention and disposition schedules.

1. INDIANA DEPARTMENT OF REVENUE.....11-13-07
Enforcement Div.-Bankruptcy Section
2. FAMLY AND SOCIAL SERVICES ADMINISTRATION.....11-14-07
Div. of Mental Health and Addiction-Larue D. Carter Memorial Hospital
3. DEPARTMENT OF LABOR.....11-15-07
Bureau of Child Labor
4. DEPARTMENT OF LABOR.....11-15-07
Office of Chief Counsel
5. DEPARTMENT OF LABOR.....11-15-07
Wage and Hour Division
6. DEPARTMENT OF NATURAL RESOURCES.....12-06-07
Internal Audit Division
7. DEPARTMENT OF NATURAL RESOURCES.....12-06-07
Administrative Support Services
8. PUBLIC DEFENDER OF INDIANA.....12-07-07
9. STATE DEPARTMENT OF HEALTH.....12-03-07
HIV/STD Division
10. STATE STUDENT ASSISTANCE COMMISSION.....12-04-07
Indiana Medical Distribution Loan Fund

11. PURDUE UNIVERSITY.....11-30-07
Business Division

In regard to Schedule No. 1, Indiana Department of Revenue, Enforcement Div.-Bankruptcy Section, there were no questions or comments. A motion was made by John Jacob and seconded by Nancy Turner to approve Schedule No. 1 as submitted. Motion carried.

In regard to Schedule No. 2, Family and Social Services Administration, Div. of Mental Health and Addiction-Larue D. Carter Memorial Hospital, there were no questions or comments. A motion was made by Jim Corridan and seconded by Pam Bennett to approve Schedule No. 2 as submitted. Motion carried.

In regard to Schedule No. 3, Department of Labor, Bureau of Child, there were no questions or comments. A motion was made by Pam Bennett and seconded by Anita Samuel to approve Schedule No. 3 as submitted. Motion carried.

In regard to Schedule No. 4, Department of Labor, Office of Chief Counsel, there were no questions or comments. A motion was made by Nancy Turner and seconded by Jim Corridan to approve Schedule No. 4 as submitted. Motion carried.

In regard to Schedule No. 5, Department of Labor, Wage and Hour Division, there were no questions or comments. A motion was made by Nancy Turner and seconded by Anita Samuel to approve Schedule No. 5 as submitted. Motion carried.

In regard to Schedule No. 6, Department of Natural Resources, Internal Audit Division, there were no questions or comments. A motion was made by Pam Bennett and seconded by John Jacob to approve Schedule No. 6 as submitted. Motion carried.

In regard to Schedule No. 7, Department of Natural Resources, Administrative Support Services, there were no questions or comments. A motion was made by Pam Bennett and seconded by Nancy Turner to approve Schedule No. 7 as submitted. Motion carried.

In regard to Schedule No. 8, Public Defender of Indiana, Doug Essex, Chief Deputy was present and stated what they are asking for is to reduce their onsite retention of closed files from 10 years to five (5) years because of space issues. There being no further comments or questions, Jim Corridan moved to approve Schedule No. 8 as submitted, seconded by Pam Bennett. Motion carried.

In regard to Schedule No. 9, State Department of Health, HIV/STD Division, Rudy Cansino was present. There being no questions or comments, a motion was made by Pam Bennett and seconded by Jim Corridan to approve Schedule No. 9 as submitted. Motion carried.

In regard to Schedule No. 10, State Student Assistance Commission, Indiana Medical Distribution Loan Fund, there were no questions or comments. A motion was made by Pam Bennett and seconded by Anita Samuel to approve Schedule No. 10 as submitted. Motion carried.

In regard to Schedule No. 11, Purdue University, Business Division, there were no questions or comments. A motion was made by Nancy Turner and seconded by John Jacob to approve Schedule No. 11 as submitted. Motion carried.

07-12-19-07

NEW BUSINESS

Email Retention Policy- County and Local Government – Jim Corridan stated just so the Oversight Committee on Public Records is aware, the Commission on Public Records is going to begin an initiative in early 2008 to help educate local and county government officials that there are requirements for them to retain email. Mr. Corridan stated there is immense confusion in what applies to them and we want to make it crystal clear that the policy that was adopted by the Oversight Committee, Policy No. 05-01, states not only State Agencies but also local and county governmental entities are required to retain email in the same manner they retain items on paper. Mr. Corridan stated the reason we are raising this issue is because we are getting a number of questions from local officials, public libraries, etc. asking what are they supposed to do with all of this, what can they get rid of, and there is confusion.

Jim Corridan stated another thing they want to do is probably in January, 2008 they will be bringing forward, he hopes, some kind of concept related to a General Retention Schedule for local and county government records to include such records as minutes. Mr. Corridan stated right now there is nothing that states minutes are permanent at the local level, which obviously there should be. Mr. Corridan stated ordinance books are not covered either and obviously they should be. Mr. Corridan stated this needs to be cleaned up, and we will be going through the State General Retention Schedule and see what we have at the local level and then have that adopted.

Jim Corridan stated he wanted to be put on the record that we will be having an initiative in 2008 to make sure it is clear to local and county officials that they are required to retain email in compliance with their retention policy.

07-12-19-08

ADJOURNMENT

There being no further business, Elizabeth Barrett moved that the meeting be adjourned. Anita Samuel seconded. Motion carried. Meeting adjourned at 1:54 p.m.